



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CONFIDENTIAL PARALEGAL

Class No. 003934

■ CLASSIFICATION PURPOSE

To assist County Counsel attorneys in the preparation of cases for trial, handling administrative and business matters; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Confidential Paralegal is a paraprofessional class found only in the Office of County Counsel. Under general supervision, Confidential Paralegal is primarily responsible for providing full-time assistance to attorneys within the Office of County Counsel. Confidential Paralegal differs from the Legal Assistant I and II classes in that the former is privy to the decision making process of the County affecting labor relations, and/or personnel and employment-related transactions.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Researches and compiles facts and documents, historical and personnel data, and records of deliberations and decisions by the County Board of Supervisors pertaining to issues or cases currently under litigation.
2. Reviews and summarizes legal opinions, legal inquiries, briefs, and court rulings in support of pre-trial and trial motions and pleadings.
3. Exercises judgment concerning information and documents privilege and confidential.
4. Organizes and prepares legal documents, reports, exhibits, and other related information for production, distribution, and presentation to the Board of Supervisors, client departments, opposing parties, and/or the public during legal proceedings.
5. Reconciles and summarizes investigations, pleadings, and motions.
6. Inputs information into the County Counsel's case management database.
7. Interviews witnesses, County officials, and employees.
8. Schedules trial appearances and testimony.
9. Drafts interrogatories, basic pleadings and motions, and written discovery and responses for review by attorneys.
10. Assists in trial preparation by processing subpoenas and filing documents in the proper court system.
11. Performs other related work.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Methods and techniques of legal research.
- Legal principles, processes and practices.
- Legal terminology, forms of actions, and procedures.
- Federal and State codes, laws, statutes, court systems, and procedures.
- Interviewing techniques.

Skills and Abilities to:

- Perform legal research and analyze a variety of legal documents, files, records, etc.
- Read comprehensively and prepare concise written summaries.
- Conduct witness interviews.
- Prepare affidavits, drafts of resolutions, declarations, complaints, motions, petitions, subpoenas and other legal documents.
- Read, understand and interpret applicable State and Federal codes, laws and statutes.
- Effectively communicate in oral and written form to present arguments and factual statements on legal issues.
- Investigate facts and obtain relevant information.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; and analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Completion of an American Bar Association accredited paralegal program, OR
2. Eighteen (18) months of experience performing paralegal work in a public or private law office.

Notes: Legal secretarial or clerical experience is not considered paralegal work for purposes of meeting the requirements. Paralegal is defined in the California Business and Professions Code, Section 6450.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: June 19, 1998
Reviewed: Spring 2003
Revised: May 5, 2005**